

IMMEDIATE OPENING
LOCAL GOVERNMENT SPECIALIST

JOB DESCRIPTION

Laberge Group based in Albany, New York has an exciting opportunity for a motivated and talented mid-level policy planner experienced in the functions of municipal government. This individual will work collaboratively with our team to assist with assessing and identifying alternative ways to organize governments in order to provide the most effective, efficient services. In addition this individual will be responsible grant writing and grant administration to assist municipalities with financing implementation projects. The preferred individual will have experience in the following areas and shall possess the skills to take a lead role in managing tasks:

- Municipal management reviews
- Operational analysis
- Efficiency studies
- Budget analysis and planning
- Restructuring, shared services and consolidation plans
- Policy and program implementation support
- Strategic planning
- Police, fire and EMS analysis
- Public engagement and facilitation
- Organizational capacity building
- Grant Writing, Administration and Management
- State and Federal Grant Programs
- Community Development
- Planning

We are looking for an individual who can communicate (written and verbally), has a strong technical aptitude, and enjoys working in a collaborative environment.

JOB REQUIREMENTS

- Bachelors in public policy/finance, political science, government, planning or related field required; Masters preferred.
- 4 to 6 years experience in local government policy or finance.
- Must be accomplished in the management and organization of multiple projects and assigned tasks
- Excellent presentation and both verbal and written communication skills.
- Excellent technical writing and computer skills are required.
- Strong knowledge of Microsoft Office (Word/Excel/PowerPoint) and Adobe required.
- Excellent interpersonal skills with ability to build effective relationships at all levels, both internally and externally.
- Ability to work independently as well as a team player.
- Experience working in a dynamic, fast-paced environment with short and rigid deadlines.
- Experience and understanding of writing effectively across different mediums (e.g., policy briefs, website, blog, speaking points, newsletter, letters).
- Ability and willingness to travel throughout New York State.

The position is based in Albany, NY.

Interested candidates must submit a cover letter and resume to: Laberge Group, 4 Computer Dr. Albany, New York 12205 or e-mail hr@labergegroup.com.

ABOUT THE COMPANY

All replies will be held in confidence. Interested candidates should send a detailed resume including education, work history and experience with emphasis on the elements identified above along with salary requirements to hr@labergegroup.com Laberge Group is an Equal Opportunity Employer - M/F/Veteran/Disability.